## Required P-Card Documentation

TYPE OF TRANSACTION	EXAMPLE	DOCUMENTATION NEEDED
Standard Documents	Required for all Charge Types	Itemized Invoice with name of business and description of item purchased, all purchases should be tax free within Florida; At time of purchase, request W-9 from new Vendors – Note on the receipt who the item was purchased for, G/L and Vendor number as applicable
Online purchases	Amazon.com, Pay Pal Transactions, etc.	Standard Documents (See Above)
Over the Counter Purchases	Retail businesses at point of sale	Standard Documents (See Above)
Phone Purchases	Businesses called with order	Standard Documents (See Above); The vendor will charge the purchasing card ONLY when shipment is made so that receipt of the supplies or service may be certified on the monthly billing statement with the exception of partial payments (e.g. deposits)
Food Purchases	Restaurants, stores, etc.	Standard Documents (See Above); All receipts will include reason/purpose, attendees and detail of meals and beverages purchased. Tips will be paid on a reasonable and customary basis
Meeting Expenses	Refreshments for internal meetings, meetings with groups that require a fee to attend	Standard Documents (See Above);These charges should be charged to the Meeting Expense G/L for the department; Tips will be paid on a reasonable and customary basis
Travel Expenses	Hotel, Registration fees, Airfare, Mileage, Gas, Meals, etc.	Standard Documents (See Above); Completed Travel Authorization form; receipts for charges for hotel, airfare, gas, etc. will be identified on Travel Authorization form, justification for travel, conference invitation, itinerary or agenda schedule; Tips will be paid on a reasonable and customary basis
Prohibited Purchases	Deny approval and contact Department Head for resolution	Cash Advances, Alcohol, Tobacco products, personal purchases, items not authorized by Department Head
Returning Merchandise	Returns	If an item needs to be returned to a supplier, the cardholder will contact the supplier and obtain instructions for the return. Note: some suppliers may charge a restocking or handling fee for returns. All returns should be indicated in the attached supporting documentation along with a notation of any restocking or handling fees.
Credits	Returns, inaccurate billing, etc.	Credit receipt showing amount of credit, if not available original charge with credit amount identified, matching the statement credit amount

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Disputes	Charges not Authorized by Cardholder	1.A disputed item must be identified and reported to Bank of America immediately 2. The cardholder's supervisor and Purchasing Card Administrator must be notified immediately after the dispute is reported to the bank 3. If a dispute between card holder and a vendor/supplier is irreconcilable, then the cardholder completes a Cardholder Statement of Disputed Items Form (Attachment 3) and faxes to the Purchasing Card Provider explaining the reason(s) for the dispute as well as a copy of the billing statement, if the item has been posted. The Purchasing Card Provider will then place the transaction into a disputed status. If problems continue with a particular merchant, the cardholder should notify the Purchasing Card Program Administrator of the problems
Missing Receipt	No documentation available	Cardholder is responsible for providing documentation of charges; if it is lost or otherwise unavailable the cardholder must first request a copy of the receipt from the vendor. If the vendor is unable to provide a duplicate receipt the cardholder must submit a "Lost Receipts Form" (Attachment #4) and request a copy through Bank of America at 1-800-538-8788 at a charge of \$3.00, which may be charged to the cardholder through payroll deduction. Continued incidents of missing documentation will result in the cancellation of the employee's purchasing card